

Part B: Specifications and Special Terms and Conditions

**InterMountain ESD**

**IFB# 016-Office-001**

(The above quote number must appear on all correspondence)

Bid Due: 06/05/2015

Deliveries Requested: Starting week of 07/01/2015, or 2 weeks from purchase order date.

Requested by: Staci Kunz, Deputy Director of Procurement

Please quote your best price, terms and delivery. Vendor *must* fill in entire item row or category (as marked) and complete boxes 1 thru 8 at the bottom of this form to receive consideration. Sign your firm name and official signature. FAX OR MAIL COMPLETED FORM BACK TO BUYER. We will only consider alternate offers if specifications are included and products meet or exceed specification requested below.

**Office Supplies**

ESD Item No.	Description	Est.	UOM	Your Price	Your Item No.	Your Brand No.
<b>STIFFENED VINYL BINDERS, 11 x 8 ½" 3-Ring</b>						<b><i>Bid all or none in this category</i></b>
40-022	1 1/2" Ring, Black	10	Ea	\$ -		
40-023	1 1/2" Ring, Red	75	Ea	\$ -		
40-024	1" Ring, Blue	170	Ea	\$ -		
40-026	1" Ring, Red	115	Ea	\$ -		
40-027	1/2" Ring, Blue	12	Ea	\$ -		

<b>ROUND RING VIEW BINDERS, 11 x 8 ½"</b>						<b><i>Bid all or none in this category</i></b>
	Top Opening, Concealed Rivets, 8 Gauge, Insertable Clear Overlay on 3 Sides, 2 Interior Pockets, White, GBC 83130 or Universal or Approved Equal					
40-031	1" Ring, White	600	Ea	\$ -		
40-032	1.5" Ring, White	550	Ea	\$ -		
40-033	2" Ring, White	520	Ea	\$ -		
40-034	3" Ring, White	75	Ea	\$ -		

<b>BINDING COMBS</b>						<b><i>Bid all or none in this category</i></b>
	Plastic, 19 Hole Length, For 11" Paper, Black, 100/Box, GBC or Approved Equal					
40-039	1/4" Round	20	Ea	\$ -		
40-040	3/8" Round	75	Ea	\$ -		
40-041	1/2" Round	40	Ea	\$ -		
40-042	5/8" Round	20	Ea	\$ -		
40-043	3/4" Round	20	Ea	\$ -		

<b>PORTFOLIOS</b>						<b><i>Bid all or none in this category</i></b>
	Asst. Colors, 2 Horizontal Pockets Without fasteners, 25/Box, Tang #575 or Approved Equal					
40-051	Blue	50	Box	\$ -		
40-052	Red	35	Box	\$ -		
40-053	Yellow	25	Box	\$ -		
40-054	Assorted Colors	80	Box	\$ -		

**CALENDARS/HOLDERS AND GRADE BOOKS**

40-071	Monthly Academic Calendar Desk pad, For Next School Year, 21 ¾ x 17" Non -Refillable Ind. Film Wrapped, At-a-Glance SK2416 Or Approved Equal	265	Ea	\$ -		
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	School Year, Month-At-A-Glance, For Next					
40-077	Year, 9 x 12", 1 Month/2 Pages, AY2 At-a-Glance Or Approved Equal	80	Ea	\$ -		
40-078	Deluxe Academic Wall Calendar, 12 school Months (Aug-July), 22" x 31.5", wire bound w/hanger, House of Doolittle #354 or Approved Equal	10	Ea	\$ -		
40-080	Record/Grade Book, 9 Week, 8 x 10" Elan R1010 or # (083127 610-P)or Approved Equal	70	Ea	\$ -		
40-082	Teacher Plan Book, 40 Week, 6 Period, 8x10", HS 403-6-P or Elan W-202 or Approved Equal	100	Ea	\$ -		
40-083	Record/Plan Book, Combined, 40 Week, 9/10 Week, 6 Periods, 8 x 10", WC-6 or Approved Equal	70	Ea	\$ -		
<b>CLIPBOARDS</b>						
40-089	Clipboard, 9"x12", Hardboard, Dozen, 1" Paper Capacity, ½" Metal Hanging Hole,	20	Doz	\$ -		
<b>ERASERS</b>						
40-125	Chisel Tip Pencil Cap Erasers, 144/Pkg, Faber Castell #73015 or Approved Equal	160	Pkg	\$ -		
40-126	Art Gum, 1x1 Inch, 2 Doz/Box, Faber Castell #73028 or Approved Equal	10	Box	\$ -		
40-128	Pink Pearl, 2 Doz/Box, Papermate 70520 or REX 2408 or Approved Equal	50	Box	\$ -		
<b>LAMINATING MATERIAL</b>						
40-145	Laminating Material, 25"x500', Smooth, Clear, 1" Core, 1.5 Mil GBC or Approved Equal	330	Roll	\$ -		
Please provide a sample of item(s) listed in this category if other than brand name/type listed.						
<b>INDEX SETS</b>						
40-150	8 ½ x 11", For 3 Ring Binders, Reinforced, Spine, Individually Wrapped Sets Insertable, 8-Tab Clear (Same as 5 tab) Wilson Jones #WLJ-54312 or Approved Equal	200	Pkg	\$ -		
40-154	Write-On Tabs, 5-Part, Erasable, Multicolor, Individually wrapped packages of 5 tabs. Avery 23076 or Esselte 31357 or Approved Equal	250	Pkg	\$ -		
40-155	Write-On Tabs, 8-Part, Erasable, Multicolor, Individually wrapped packages Of 8 tabs. Avery 23079 or Approved Equal	50	Set	\$ -		
40-157	Mylar Insertable Tab, 5 Clear Tab, Individually Wrapped package of 5 Dividers, Kleerfax 11005 or Approved Equal	250	Pkg	\$ -		

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<b>STIFFENED VINYL BINDERS, 11 x 8 1/2" 3-Ring</b>						<b>Bid all or none in this category</b>
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40-158	Mylar Insertable Tab, 5 Tab, Individually Wrapped Package of 5 Assorted Colors Kleerfax 11905 or Approved Equal	400	Pkg	\$ -		
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<b>BADGES</b>						<b>Bid all or none in this category</b>
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Self-Adhesive, 3 3/8 x 2 1/4" White with Colored Border, 100/Pkg., Rounded Corner, Shurstik 051XX or Approved Equal						
40-165	Blue Border	25	Pkg	\$ -		
40-166	Green border	25	Pkg	\$ -		
40-168	Red Border	15	Pkg	\$ -		
40-169	White Border	15	Pkg	\$ -		

<b>MARKERS, FINE-LINE</b>						<b>Bid all or none in this category.</b>
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Metal or Polypropylene, Case, Water Base Ink, Porous Tip, 12/Box, Sanford Faber 150 (3801X) or Liquimark 11,000 series or Approved Equal						
40-191	Markers, Black	115	Box	\$ -		
40-192	Markers, Blue	120	Box	\$ -		
40-193	Markers, Brown	45	Box	\$ -		
40-194	Markers, Green	55	Box	\$ -		
40-195	Markers, Orange	25	Box	\$ -		
40-196	Markers, Purple	20	Box	\$ -		
40-197	Markers, Red	10	Box	\$ -		

**Bid all or none in this category.**  
**Please Note Special Terms and Conditions below specification for the following items specified in this category**

Please provide a sample of item(s) listed in this category if other than brand name/type listed.

<b>LARGE MARKERS</b>						<b>Bid all or none in this category.</b>
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Metal or Polypropylene Case, Water Base Ink, Chisel Tip, Sanford 4000 or Liquimark 81,000 Series or Approved Equal						
40-211	Black, 12/Box	100	Box	\$ -		
40-214	Green, 12/Box	5	Box	\$ -		
40-215	Orange, 12/Box	10	Box	\$ -		
40-216	Purple, 12/Box	20	Box	\$ -		
40-218	Yellow, 12/Box	10	Box	\$ -		

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<b>STIFFENED VINYL BINDERS, 11 x 8 1/2" 3-Ring</b>						<b>Bid all or none in this category</b>

**LARGE MARKERS**

	Metal or Polypropylene Case, Permanent Ink, Chisel Tip, Sanford 50,000 Series, Liquimark 91,000 or Approved Equal					
40-221	Black, 12/Box	85	Box	\$ -		
40-222	Blue, 12/Box	10	Box	\$ -		
40-223	Brown, 12/Box	15	Box	\$ -		
40-224	Green, 12/Box	25	Box	\$ -		
40-226	Purple, 12/Box	5	Box	\$ -		
40-227	Red, 12/Box	20	Box	\$ -		
40-229	Assorted Colors (Set of 8)	150	Box	\$ -		

Please provide a sample of item(s) listed in this category if other than brand name/type listed.

**Bid all or none in this category.**  
**Please Note Special Terms and Conditions below specification for the following items specified in this category**

**HIGHLIGHTER PENS**

	Large Chisel Tip, Fluorescents, 12/Box, Sanford 643XX or Dixon 470XX or Approved Equal					
40-240	Highlighter, Green	150	Box	\$ -		
40-241	Highlighter, Pink	100	Box	\$ -		
40-242	Highlighter, Yellow	150	Box	\$ -		

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**HIGHLIGHTER PENS**

	Small Chisel Tip,(1/8") Fluorescents, 12/Box, Sanford 270XX or Bic Brite Liner or Approved Equal					
40-244	Highlighter, Green	175	Box	\$ -		
40-245	Highlighter, Pink	110	Box	\$ -		
40-246	Highlighter, Yellow	200	Box	\$ -		

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**STIFFENED VINYL BINDERS, 11 x 8 1/2" 3-Ring**

**Bid all or none in this category**  
**Please Note Special Terms and**  
**Conditions below specification for**  
**the following items specified in this**  
**category**

**WHITE BOARD MARKERS**

40-248	Dry Erase Markers, Set of 4 Colors, Chisel Tip, Low Odor, Sanford Expo 2 #80074 or Approved Equal	400	Set	\$ -		
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Please provide a sample of item(s) listed in this category if other than brand name/type listed.

**WHITE BOARD CLEANERS/ERASERS**

40-249	Dry-Erase Board Erasers, Soft Pile, 12/Box, Sanford 81505 or Approved Equal	60	Doz	\$ -		
41-905	Dry Erase Surface Cleaner Spray, 8 Oz., 12 bottles/pk, Expo or Approved Equal	10	Doz	\$ -		
41-906	Dry Erase Surface Cleaner, 1 Gallon, Expo or Approved Equal	5	Gal	\$ -		

**Please Note Special Terms and**  
**Conditions below specification for**  
**the following items specified in this**  
**category**

**WASHABLE MARKERS**

Conical Tip, 8/Set, Crayola or Approved Equal

40-250	Classic Colors, Crayola or Approved Equal	350	Set	\$ -		
40-251	Tropical Colors, Crayola or Approved Equal	25	Set	\$ -		

Please provide a sample of item(s) listed in this category if other than brand name/type listed.

**PAPER CLIPS**

1000/CTN

**Bid all or none in this category**

40-264	Paper Clips, Nbr. 1, Regular Size, Min. 041 Gauge (Acco 72380 or Approved Equal)	40	Ctn	\$ -		
40-266	Paper Clips, Giant Gem, Min. 041 Gauge (Acco 72580 or Approved Equal)	90	Ctn	\$ -		

**PAPER PUNCHES**

40-282	Hand Paper Punch, Single Hole, 3/4", Doz/Box Light Duty, W/Hinged Hole Catcher	12	Doz	\$ -		
40-283	3-Hole, Light Duty (15-16 sheets), ACCO 74030 or Approved Equal	10	Ea	\$ -		

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<b>STIFFENED VINYL BINDERS, 11 x 8 1/2" 3-Ring</b>						
<b>Bid all or none in this category</b>						
40-284	3-Hole, Adjustable Paper Punch, T-Handle, Heavy Duty, Rated 50 Sheets/16#, Bond, ACCO #74450 or Approved Equal	8	Ea	\$ -		
<b>PENCILS</b>						
OFF2005-04	Ticonderoga Standard Tri-Write Pencils #13856, w/ eraser, #2 HB, DOZEN	275	Doz	\$ -		
<b>PENCILS</b>						
<b>Bid all or none in this category</b>						
40-295	Office, First Quality, w/Eraser,12/Box, Faber Castell Velvet, Dixon #1388x or Approved Equal # 2 1/2	350	Doz	\$ -		
40-270	Electric Pencil Sharpener, Heavy Duty with Large Shaving Receptacle, Bostitch EPS10HC or Approved Equal	50	Ea	\$ -		
<b>PENS</b>						
<b>Bid all or none in this category. Please Note Special Terms and Conditions below specification for the following items specified in this category</b>						
40-310	Ball Point, Brass Tip, Carbide Ball, 12/Box, Bic, Sanford, Papermate 33X-11 or Approved Equal Black, Fine Point	40	Box	\$ -		
40-311	Blue, Fine Point	115	Box	\$ -		
40-313	Red, Fine Point	80	Box	\$ -		
40-315	Black, Medium Point	25	Box	\$ -		
40-316	Blue, Medium Point	60	Box	\$ -		
40-318	Red, Medium Point	40	Box	\$ -		
Please provide a sample of item(s) listed in this category if other than brand name/type listed.						
<b>RULERS &amp; PROTRACTORS</b>						
40-344	Protractor, 6 Inch, Plastic 12/pkg Status Plus 26-040 or Approved Equal	50	Box	\$ -		
<b>SCISSORS</b>						
<b>Bid all or none in this category. Please Note Special Terms and Conditions below specification for the following items specified in this category</b>						
40-394	Stainless steel, Office Quality, Lt. Wt., 12/Box, Fiskars or Approved Equal 8 inch, Sharp Point	60	Doz	\$ -		

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<b>STIFFENED VINYL BINDERS, 11 x 8 1/2" 3-Ring</b>						<b>Bid all or none in this category</b>
40-399	5 Inch (Round tips, Children's), Fiskar 9416 or Approved Equal	50	Doz	\$ -		
Please provide a sample of item(s) listed in this category if other than brand name/type listed.						

**STAPLERS/STAPLES**

40-440	Stapler, Standard Metal, Full Strip with Inside channel, Swingline #747 or Approved Equal	200	Ea	\$ -		
40-442	Stapler, Heavy Duty, 120 Sheet Capacity, Bostitch B310HDS Or Approved Equal	20	Ea	\$ -		
40-443	Stapler, Half Strip, Gray, All Metal, Std. Staple Size, Swingline 71101 or Bostitch B400 or Approved Equal	40	Ea	\$ -		
40-447	Staples, Standard duty, 5000/Box, Swingline SF1 or Approved Equal	300	Box	\$ -		
40-452	Staple Remover, Bostitch G600 or Approved Equal	30	Ea	\$ -		

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<b>TAPE</b>						
40-481	Cellophane, 1 Inch Core, 3/4 x 1296 Inch, 12/Box, 3M #5910 or Approved Equal	70	Doz	\$ -		
Please provide a sample of item(s) listed above if other than brand name/type listed.						
40-487	Tape, Magic Mending, 1 Inch Core, 3/4 x 1296 Inch, 12/Box, 3M #810 or Approved Equal	50	Doz	\$ -		

<b>MASKING TAPE</b>						<b>Bid all or none in this category</b>
	General Purpose, 60 Yard/Roll, 12/ Box, Shuford CP-66 or Shurtape CP101 or Approved Equal					
40-491	1/2"	20	Doz	\$ -		
40-492	3/4"	30	Doz	\$ -		
40-493	1"	25	Doz	\$ -		
40-494	1 1/2"	20	Doz	\$ -		
40-495	2"	12	Doz	\$ -		

40-525	Tape Dispenser for 1" Core X 1296" Roll, Putty, 3M C-38 or Approved Equal	90	Ea	\$ -		
40-545	40-545 Push-Pins, 3/8" Steel Point, 1/2" Plastic Head Assorted Colors, 100/Box, Moore or Approved Equal	10	Box	\$ -		

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<b>TRANSPARENCY FILM</b>						<b>Bid all or none in this category</b>
40-550	For Use in Copiers, Boxed, Clear Background, 4 Mil, For Dry Toner Copiers, 100/Box 3M PP2950 or Approved Equal		5 Box	\$ -		
<b>FILE FOLDERS</b>						<b>Bid all or none in this category</b>
	11 Pt, 1/3 Cut, 100/Box, 5 Boxes/Case Letter Size, 8 1/2 x 11", Ampad or Oxford 752 1/3 or Approved Equal					
40-664	1/3 Cut, Manila		30 Cs	\$ -		
40-669	1/3 Cut, Blue		20 Cs	\$ -		
40-670	1/3 Cut, Green		20 Cs	\$ -		
40-671	1/3 Cut, Red		20 Cs	\$ -		
40-672	1/3 Cut, Yellow		15 Cs	\$ -		
40-676	1/3 Cut, Assorted		15 Cs	\$ -		
<b>GRAPH AND SQUARED PAPER</b>						<b>Bid all or none in this category</b>
40-681	8 1/2 x 11" Bond, #4 Sulphite White Quadrille Ruled, 500 SHEETS/REAM 1/4" Ruled, 20#		200 Ream	\$ -		
<b>NOTEBOOK PAPER</b>						
40-687	3-Hole, 8 1/2" x 11", Left Side Margin, 500 Sheets/Ream Wide ruled, 3/8 in", APC #130P or Approved Equal		175 Ream	\$ -		
40-688	College Ruled, 9/32", APC #140P or Approved Equal		175 Ream	\$ -		
<b>INDEX CARDS</b>						<b>Bid all or none in this category</b>
	100/Pkg., 10 Pkg./Box, BASIS 90, Ind. Film Wrapped					
40-692	Cherry, 3" x 5", Ruled 1 Side Only, 10 Pkg./Box		35 Box	\$ -		
40-693	Green, 3" x 5", Ruled 1 Side Only, 10 Pkg./Box		50 Box	\$ -		
40-694	White, 3" x 5", Ruled 1 Side Only, 10 Pkg./Box		20 Box	\$ -		
40-695	Blue, 4"x6", Ruled 1 side only, 10pkg/Box		10 Box	\$ -		
40-696	Canary, 4"x6" Ruled 1 side only, 10pkg/Box		10 Box	\$ -		
40-701	Canary, 5x8, Ruled 1 side only, 5 pkg/box		5 Box	\$ -		
40-709	White, 3" x 5", Plain Both Sides, 10 Pkg./Box		100 Box	\$ -		
40-714	White, 4" x 6", Plain Both Sides, 10 Pkg./Box		15 Box	\$ -		
40-719	White, 5"x8", Plain Both Sides, 5 Pkg./Box		25 Box	\$ -		



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**STIFFENED VINYL BINDERS, 11 x 8 1/2" 3-Ring** **Bid all or none in this category**

40-740	Newsprint, Grade 1, Red/Blue Line, 3/4 in ruling, 11inx8.5in, 3/8 in broken line, 500 sheets/ream, REAM		20 Ream	\$ -		
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**NOTE PADS** **Bid all or none in this category.**

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	<u>"Post-It" Type</u> , 100 Sheets/Pad, 3M 65X or Approved Equal					
40-770	1 1/2" x 2", Yellow, 12 pads/pkg		20 Pkg	\$ -		
40-771	3" x 3", Yellow, 12 pads/pkg		160 Pkg	\$ -		
40-772	3" x 5", Yellow, 12 pads/pkg		60 Pkg	\$ -		
40-780	3" x 3", Pastel Assorted, 12 pads/pkg		130 Pkg	\$ -		
40-781	3" x 3", Neon, 5 pads/Pack		150 Pkg	\$ -		
40-782	1 1/2" x 2", Neon, 12 pads/pkg		170 Pkg	\$ -		

Please provide a sample of item(s) listed in this category if other than brand name/type listed.

**TABLETS**

	Ruled Tablet, Canary, 8 1/2 x 11" w/o Cover, glued top 9/32" Ruling, 16#, 50 Shts/pad w/ 1 1/4", Left Margin—Front & Back, Vertical Red Faint, 12/Pkg (TOPS #7522 or Approved Equal)		100 Doz	\$ -		
40-825	Easel Pads, White, Self-Stick, 3 hole, 25x30, 2/pkg, Plain, Post-It or Approved Equal		120 Pkg	\$ -		
40-846	Shorthand Notebooks, Gregg Ruled, 6 x 9" Green, 80 Sheets, National #36-746 or Approved Equal		40 Doz	\$ -		

Please provide pricing for zero estimated need.

Please note item packaging and subtotal quantities listed as specifications, alternatives will be considered if noted as such per Part A: General Terms and Conditions.

Please contact IMESD buyer immediately if item described is discontinued and supply alternative when/if applicable.

**Please Print / Type**

**1 Company Name:** \_\_\_\_\_

**2 Phone Number:** \_\_\_\_\_

**InterMountain ESD**  
**IFB# 016-Office-001**

*(The above quote number must appear on all correspondence)*

Bid Due: 06/05/2015

Deliveries Requested: Starting week of 07/01/2015, or 2 weeks from purchase order date.

Requested by: Staci Kunz, Deputy Director of Procurement

Please quote your best price, terms and delivery. Vendor *must* fill in entire item row or category (as marked) and complete boxes 1 thru 8 at the bottom of this form to receive consideration. Sign your firm name and official signature. FAX OR MAIL COMPLETED FORM BACK TO BUYER. We will only consider alternate offers if specifications are included and products meet or exceed specification requested below.

**Office Supplies**

ESD Item No.	Description	Est.	UOM	Your Price	Your Item No.	Your Brand No.
	<b>STIFFENED VINYL BINDERS, 11 x 8 ½" 3-Ring</b>					<b>Bid all or none in this category</b>

**3 Date:** \_\_\_\_\_

**4 Name:** \_\_\_\_\_

**5 Signature:** \_\_\_\_\_

**6 Pricing Firm Until:** \_\_\_\_\_

**7 Delivery Date:** \_\_\_\_\_

**8 Terms:** \_\_\_\_\_